



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the online **ALLOTMENT SUB-COMMITTEE** meeting held on  
Wednesday 5<sup>th</sup> of May 2021 at 7.30pm

**Present Were:** Cllr David Milbank (Chair)  
Cllr Terry Oliver  
Cllr Geoff Clark  
Cllr Penny Hayles  
Cllr Christine Knight

**Assistant Clerk:** Olivia Buck

**Members of the Public:** None

**Press:** None

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| <b>ASC029/21</b> | <b>APOLOGIES AND REASON FOR ABSENCE</b>  |
|                  | None, all members present.   |
| <b>ASC030/21</b> | <b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b>  |
|                  | Cllr Oliver and Cllr Clark disclosed that they are both on the current Allotment Waiting List. This was <b>NOTED</b> by members.   |
| <b>ASC031/21</b> | <b>MINUTES</b>   |
|                  | It was <b>RESOLVED</b> by all present that the minutes of the Allotment Sub-Committee meeting held on Tuesday 30 <sup>th</sup> of March 2021 be accepted as true and correct record of the meeting. These were signed by Chairman Cllr Milbank.  |
| <b>ASC032/21</b> | <b>ASSISTANT CLERK UPDATE</b>  |
|                  | The Assistant Clerk presented an update: <ul style="list-style-type: none"><li>• A communication message was emailed to all those on the waiting list and shared on Facebook and website.</li><li>• A Welcome Pack is ongoing.</li></ul> Churchill Way; <ul style="list-style-type: none"><li>• Countryside have said they have picked the stones from the plots and they will water the grass as required.</li><li>• Fence work is planned to be completed next week and the water troughs are now connected.</li></ul> |

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|                  | <p>Weston Avenue;</p> <ul style="list-style-type: none"> <li>• Belway Technical Team are advising the plots should be complete by Mid-May.</li> </ul> <p>These updates were <b>NOTED</b>.</p>  |
| <b>ASC033/21</b> | <b>LAND AROUND WESTON AVENUE ALLOTMENT SITE</b>  |
|                  | <p>The Asst Clerk advised members about the potential acquisition of an area of land located around the Allotment Site. This was discussed by members.</p> <p>It was <b>AGREED</b> that some more information was required to assist in this decision, including an extended red-line boundary drawing.</p> <p><b>ACTION</b> – Asst Clerk to follow this up with Belway for more information and to request an expanded red-line boundary drawing.</p> |
| <b>ASC034/21</b> | <b>SHED POSITION AT CHURCHILL WAY</b>  |
|                  | <p>The location of the Shed was discussed by members and it was <b>AGREED</b> for the Asst Clerk to measure suitable areas to position the shed.</p> <p><b>ACTION</b> – Asst Clerk to measure suitable areas for the shed.</p>   |
| <b>ASC035/21</b> | <b>COMMUNICATIONS</b>  |
|                  | <p>The Asst Clerk recommended to communicate an update to residents on the Allotment Waiting List and share this update on Facebook and Website.</p> <p>This was <b>AGREED</b> by members.</p>   |
| <b>ASC036/21</b> | <b>RAISED BED PLOT RENTS</b>   |
|                  | <p>The plot rents for the raised beds were discussed and it was <b>AGREED</b> to have a standard plot price of £15.00 for all raised beds (<i>Proposer; CK, Seconded; PH</i>).</p>   |
| <b>ASC037/21</b> | <b>NEXT STEPS</b>  |
|                  | <p>The following was <b>AGREED</b>;</p> <ul style="list-style-type: none"> <li>• Asst Clerk to work on a Welcome Pack.</li> <li>• To find out from the Clerk if there are any other Financial Provisions allocated for the Allotments separate to the Section 106 funds.</li> <li>• To consider numbered plant pots or metal signs to identify plots for residents.</li> </ul>   |
| <b>ASC038/21</b> | <b>DATE OF NEXT MEETING</b>  |
|                  | Tuesday 29 <sup>th</sup> June at 7.30pm.   |

**The meeting closed at 8:45pm**